

June 10, 2016

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

Applicant may be required to submit additional materials or complete job-specific tests for the position.

POSITION:	Field Services Coordinator
DIVISION:	Probation Services Division – Chicago (2 positions) and Springfield (1 position)
SALARY:	Range \$52,464 - \$78,694; salary at time of appointment to be commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.

ESSENTIAL RESPONSIBILITIES: The Field Services Coordinator performs program evaluation work in the circuit court probation departments and detention centers for compliance with program guidelines, operational standards and statutory mandates. Work is performed with considerable independence and with latitude for professional judgment under the general supervision of the Field Services Supervisor and/or the Field Services Manager.

FUNCTIONS INCLUDE:

- Provides expertise and technical assistance around community correctional evidence-based practices/programming, Administrative Office standards, statutory mandates, and federal law (primary requirements).
- Develops, establishes, promulgates and enforces uniform standards for the probation services division, pursuant to the provisions of the Illinois Probation and Probation Officers Act (730 ILCS 110/15).
- Conducts operational reviews, compliance monitoring, technical assistance, training and support that extend to all aspects of the administration and operations of assigned probation and court services departments.
- Assists in the development of operational, administrative and program standards, guidelines and policies.
- Implements a quality assurance process to ensure program integrity and consistency with evidence-based principles.
- Reviews new developments and requirements in the fields of criminal justice.
- Promotes ideas, programs, and procedures for effective and evidence-based services and operations.
- Assists in the research and development of judicial branch grant applications.
- Retains extensive knowledge on the operations, programs, and statistical information of assigned departments.
- Develops reports, collects and analyzes data, and completes assigned projects.

- Performs quality assurance controls on statistical data, performs analyses, and resolves discrepancies.
- Maintains cooperative relationships with court stakeholders, state and local agencies, and associations.
- Analyzes problems and needs and makes effective recommendations.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Bachelor's degree with major coursework in social science, public administration, criminal justice, or a related field and a minimum of three years professional experience in a community corrections or justice system environment. A Master's degree in social science, public administration, or a related field plus five years professional experience in a community corrections or justice system environment is preferred.

Candidates must have the ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; knowledgeable of the criminal justice system including related Illinois statutes, regulations, procedures, and operations at the trial court level; ability to understand the various components of evidence-based practices including pragmatic applicability and implementation; working knowledge of curriculum design, training and instruction, and evaluation of training outcomes; ability to use initiative and work independently to complete assignments; demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, consensus building, and interpretive skills; strong analytical, organizational, and interpersonal skills; knowledge and experience using Microsoft Office products (i.e. Word, Excel, Access, PowerPoint, Outlook).

This position requires the ability to sit for extended periods of time. Applicant must have the ability to travel frequently, including overnight stays as required. This is a professional office working environment requiring telephone usage and the ability to process written documents. Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

APPLICATION PROCESS: Electronic submission is preferred. Interested individuals should submit a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

Administrative Office of the Illinois Courts
Attention: Human Resource Unit, #3125
3101 Old Jacksonville Road
Springfield, IL 62704
courtemployment@IllinoisCourts.gov

These positions will remain open until filled. However, those individuals submitting materials by Thursday, June 30, 2016 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER